GPC Credit Card Review Checklist

The following GPC review checklist may be used as a "self-check" for OIP purposes. This OIP checklist is designed for self-checking, but based on resource restrictions, the Directorate of Contracting Office (DOC) will not perform inspections in conjunction with your organizational OIP. It is feasible, however, to incorporate any results of an annual review performed by the DOC as a part of your organizational OIP.

Proponent For Inspection: DOC	Point of Contact:
Unit Inspected:	Date of Inspection:
Unit Representative:	Unit Phone No.:
nspector's Name:	Inspector's Phone No.:
Init Overall Rating: T. P. II	

REFERENCES: Federal Acquisition Regulation (FAR), DoD Concept of Operations, Army Standing Operating Procedure for the Government Purchase Card, and FLW GPC Policy

STANDARDS: "T" = 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA (GENERAL):	LEVEL	GO	NO GO	REMARKS
<u>CRITICAL.</u> Does the organization have a current bulk-funding document issued by Directorate of Resource Management? (FLW GPC Policy, Sec B)	BRIGADE			
2. CRITICAL. Has the organization prepared "Internal Control Procedures"? (FLW GPC Policy, Sec B)	BRIGADE			
3. <u>CRITICAL.</u> Separation of Duties. Is Cardholder or Billing Official a Property Book Officer? (FLW GPC Policy, Sec A)	BRIGADE			
4.Is a Cardholder who is also a Hand Receipt Holder making official purchases for themselves? (FLW GPC Policy, Sec A)	BRIGADE			
5. Are all files/records in a centralized and secure location? (FLW GPC Policy, Sec E)	BRIGADE			
6. <u>CRITICAL.</u> Have Billing Official and Cardholders received Mandatory Initial and Refresher Training? (FLW GPC Policy, Sec A)	BRIGADE			
7. Has Billing Official and Cardholders taken the "On-Line Procurement Ethics Training"? (FLW GPC Policy, Sec A)	BRIGADE			
Has Billing Official verified that all Cardholders have followed established procedures and processed appropriate paperwork through the Property Book Officer for Non-Expendable Items? (FLW GPC Policy, Sec C)	BRIGADE			
9. Does Billing Official have an Alternate Billing Official? (FLW GPC Policy, Sec A)	BRIGADE			
10. Is the Billing Official a subordinate of a Cardholder? (FLW GPC Policy, Sec A)	BRIGADE			
11. Do the Billing Official and Cardholders process statements/invoice within the five (5) day timeframe? (FLW GPC Policy, Sec B)	BRIGADE			
INSPECTION CRITERIA (BILLING OFFICIAL):	LEVEL	GO	NO GO	REMARKS
Does the Billing Official have a Letter of Appointment which designates him/her as a Billing Official? (FLW GPC Policy, Sec B)	BRIGADE			
Has Billing Official prepared a Letter of Instruction for each Cardholder? (FLW GPC Policy, Sec B)	BRIGADE			
3. <u>CRITICAL</u> . Does the Billing Official review Cardholders supporting documentation each month? (FLW GPC Policy, Sec B)	BRIGADE			
4. Does the Billing Official promptly notify the A/OPC when the Cardholder departs, retires, or otherwise no longer needs a card? (FLW GPC Policy, Sec B)	BRIGADE			
5.Has the Billing Official notified the A/OPC of any lost/stolen cards within five (5) business days of the loss/theft? (FLW GPC Policy, Sec B)	BRIGADE			
CRITICAL. Has the Billing Official notified the A/OPC of any Cardholder account procedures violations discovered? (FLW GPC Policy, Sec B)	BRIGADE			
7.Does the Billing Official coordinate with Resource Management to establish initial funding for new Cardholder accounts? (FLW GPC Policy, Sec B)	BRIGADE			
8.Does the Billing Official maintain original supporting documentation for closed Cardholder accounts? (FLW GPC Policy, Sec B)	BRIGADE			
Has the Billing Official been formally appointed as a Certifying Officer? (FLW GPC Policy, Sec B)	BRIGADE			

10.Did the Billing Official comply with procedures covering deployment of Cardholders? (FLW GPC Policy, Sec B)	BRIGADE				
11. CRITICAL. Has an adequate Cardholder/Billing Official ratio been maintained? (FLW GPC Policy, Sec B)	BRIGADE				
12. Does each Cardholder have a continuing need for the Government Purchase Card? (Used at least 5 times in the past 6 month period) (FLW GPC Policy, Sec B)	BRIGADE				
13. CRITICAL. Does the Billing Official ensure Cardholders are properly utilizing the electronic transaction log? (FLW GPC Policy, Sec B)	BRIGADE				
INSPECTION CRITERIA (CARDHOLDER):	LEVEL	GO	NO GO	REMARKS	
1.Does the Cardholder have a letter delegating specified procurement authority from the Chief of the Contracting Office or his authorized representative? (FLW GPC Policy, Sec C)	BRIGADE				
2.Does the Cardholder know and comply with their monthly spending limits? (FLW GPC Policy, Sec C)	BRIGADE				
Are all purchases logged into US Bank's on-line system? (FLW GPC Policy, Sec C)	BRIGADE				
Are the Cardholders' monthly spending limits justified by their buying activity? (FLW GPC Policy, Sec A)	BRIGADE				
5.Are all MAT Codes assigned to Cardholders accounts reflective of the organization's needs? (FLW GPC Policy, Sec A)	BRIGADE				
6. CRITICAL. Were any unauthorized purchases made by the Cardholder? (Section C of GPC Policy "ABSOLUTE RESTRICTIONS" AND "OTHER RESTRICTIONS".) If answer is yes, describe in "Comments" at the end of this review. (FLW GPC Policy, Sec C)	BRIGADE				
7 <u>CRITICAL.</u> Did the Cardholder allow his/her card or account number to be used by other individuals? (FLW GPC Policy, Sec C)	BRIGADE				
8. Did Cardholder comply with requirements to purchase items from Mandatory Sources? (FLW GPC Policy, Sec C)	BRIGADE				
9.Was the Confirm and Pay System utilized? (FLW GPC Policy, Sec C)	BRIGADE				
10.Does the Cardholder obtain supporting documentation for each transaction? (This should include initiating document, sales ship/charge slip, delivery ticket, invoice) (FLW GPC Policy, Sec C)	BRIGADE				
11. Did Cardholder rotate sources when placing repeat orders to non-mandatory sources?	BRIGADE				
12.Did Cardholder obtain all required pre-purchase approvals and authorizations? (FLW GPC Policy, Sec C)	I	L			
13.Does Cardholder follow procedures for disputing transactions? (FLW GPC Policy, Sec C)					
COMMENTS:					